



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

REPLY TO
ATTENTION OF:

EAGA-CP-CC (690-500)

15 APR 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eighth U.S. Army Supervisory and Managerial Hiring Controls

1. References:

a. Department of the Army memorandum, subject: Department of the Army Hiring Controls, 23 Feb 01.

b. Memorandum, EAGA-CP-CC, subject: Senior Grade Review Policy, 5 Feb 01.

c. Memorandum, EAGA-CP-CC, subject: Delegation of Civilian Position Classification Authority, 28 Jan 01.

2. The Department of Defense directed that components establish procedures to review and approve hiring decisions to ensure compliance with the President's reform initiative to flatten the Federal hierarchy and reduce the number of high level managerial positions (Encl 1). As such, the Department of the Army delegated the authority to review and fill supervisory and managerial positions to MACOM commanders.

3. I designate the EUSA Chief of Staff as the Eighth Army Position Management Officer (PMO) with the responsibility for monitoring the fill of our managerial positions and assuring balance and efficiency of EUSA organizational structures. Commanders of Major Subordinate Commands (MSC) must also designate a PMO. Position Management Officers must be at the colonel level (or equivalent) and will be responsible for assessing factors that affect the supervisor's span-of-control and the resulting organizational structure.

4. A Position Management Officer Checklist (Encl 2) provides PMO responsibilities and procedures that will be taken by each PMO deciding which course of action is best for the organization.

5. Use following procedures when filling GS and KN supervisory and managerial positions in EUSA. Managerial positions are defined as those in which

EAGA-CP-CC

SUBJECT: Eighth U.S. Army Supervisory and Managerial Hiring Controls

incumbents direct the work of an organization and are held accountable for the success of specific line and staff functions and evaluate organizational effectiveness, objectives, and resource utilization.

a. All recruit and reclassification actions for supervisory and managerial positions (regardless of grade) require review and certification by commanders of MSC, the EUSA Chief of Staff, or commanders of those assigned units reporting directly to the EUSA Chief of Staff, as appropriate. Personnel actions for these positions must contain verification that the approving official shown above has certified that the supervisory duties are in accordance with "the most efficient organization" concept of balance and economy established by their PMO.


b. I retain approval authority for the establishment of new supervisory or managerial positions, upgrade of positions to the GS-14 and above grade level (or equivalent), OR, the use of delegated classification authority to override a classification advisory issued by the Civilian Personnel Operations Center (CPOC) for a *supervisory or managerial positions*.

6. These procedures apply to both U.S. and Korean National positions. Supervisory and managerial positions in the following categories are exempt from review: firefighters, police and other law enforcement officers, security, childcare, health care, and safety positions. Additional requests for exemptions can be sent to the Assistant Chief of Staff G1, Civilian Personnel Division for consideration and submission to Headquarters, Department of the Army. Provide full justification for each proposed category exemption.

7. These procedures are effective for all supervisory and managerial personnel actions initiated the date of this memorandum and until further guidance is received. The requirements in references 1b and 1c are not superseded by this guidance. The requirements in those documents remain in effect.

8. The point of contact for this action is Ms. Tonie Case, Chief, Classification and Compensation Division, ACofS, G1, Civilian Personnel Division, 724-4114 or e-mail: caset@usfk.korea.army.mil.

2 Encls
as



DANIEL R. ZANINI
Lieutenant General, USA
Commanding

EAGA-CP-CC

SUBJECT: Eighth U S. Army Supervisory and Managerial Hiring Controls

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Commander

USA Contracting Command Korea, ATTN: EAKC, APO AP 96205-0062 2d Infantry Division, ATTN: EAID, APO AP 96258-0289

8th Personnel Command (PERSCOM), ATTN: EAPC, APO AP 96205-0089

18th Medical Command (MEDCOM), ATTN: EAMC, APO AP 96205-0054

19th Theater Support Command, ATTN: EANC, APO AP 96218-0171

175th Finance Command, ATTN: EAFC, APO AP 96205-0073

17th Aviation Brigade, ATTN: EAAV, APO AP 96205-0043

6th Cavalry Brigade, ATTN: EABH, APO AP 96271-0711

8th Military Police Brigade, ATTN: EAPB, APO AP 96205-0079

CF:

Commander

34th Support Group, ATTN: EANC-SA-CPAC, APO AP 96205-0177

20th Support Group, ATTN: EANC-T-CPAC, APO AP 96218-0562

US Army Support Activity Area III, ATTN: EANC-HG-CPAC, APO AP 96271-0164

Area 1 Support Activity, ATTN: EANC-AL -CPAC, APO AP 96258-0707

19th Theater Support Command, ATTN: EANC-CPOC, APO AP 96218-0171



THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

FEB 9 2001

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
INSPECTOR GENERAL, DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES
CHIEF, NATIONAL GUARD BUREAU

SUBJECT: Government Hiring Controls

By memorandum dated January 20, 2001 (Attachment 1), the Assistant to the President and Chief of Staff, Andrew H. Card, Jr., restated the President's desire to redistribute positions and resources from high-level managerial positions to front-line service delivery jobs. Office of Management and Budget Bulletin 01-05, dated January 30, 2001 (Attachment 2), provided additional guidance on implementing this initiative.

In support of the President's goals for Government reform, and to reduce management ranks, I hereby direct the following:

a. Effective immediately, with the exceptions cited in paragraphs b and c below, addressees with appointing authority are delegated the authority to appoint, promote, or reassign individuals to positions after determining that filling the positions is consistent with the spirit and intent of the President's initiative to flatten the Federal hierarchy and reduce the number of high-level managerial positions. This responsibility may be redelegated in writing as appropriate.

b. Due to the Department's continued downsizing requirements, including base closures, and the need to offer placement opportunities to displaced employees, positions for which registrants are referred through the DoD Priority Placement Program (PPP) are exempt from this review, as long as the position is filled through the PPP.

c. Non-career Senior Executive Service, Schedule C and Temporary Transitional C position appointments as well as consultant/expert appointments at the Departmental and Headquarters Defense Agency levels must continue to be approved by the Secretary of Defense or designee.

d. Addressees will establish procedures to review and approve hiring decisions to ensure that such decisions are consistent with the President's reform initiative. In order to ensure that essential Government functions are continued unimpeded, Component heads may except certain non-managerial positions, such as firefighters, police officers, and teachers, from review.

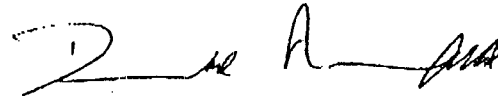


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Each addressee shall forward his or her Component's procedures, along with identified exceptions, to the Office of the Assistant Secretary of Defense for Force Management Policy by March 1, 2001.

e. Addressees shall begin to prepare plans for meeting the President's goal of reducing management ranks. OMB is expected to provide additional guidance for use in developing those plans. Further guidance from the Office of the Assistant Secretary of Defense for Force Management Policy will be forthcoming.

f. Addressees are responsible for ensuring compliance with collective bargaining obligations in implementing the provisions of this memorandum.

A handwritten signature in dark ink, appearing to be "D. A. [unclear]", is written over the text of item f.

Attachments:
As stated



DEPARTMENT OF THE ARMY
WASHINGTON, D.C. 20310
February 23, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army Hiring Controls

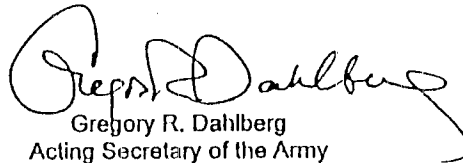
The President has communicated his goal to flatten the Federal bureaucracy and reduce the number of high-level managerial positions. In accordance with this goal, the Secretary of Defense forwarded the enclosed February 9, 2001, memorandum delegating the authority to appoint, promote, or reassign individuals to positions consistent with the President's Initiative. To support the President and the Secretary of Defense, I am establishing the following procedures for filling supervisory and managerial positions in the Department of the Army.

The authority to review and fill supervisory and managerial positions under this guidance is delegated to commanders of major Army commands and the Administrative Assistant to the Secretary of the Army. This authority may be redelegated to heads of subordinate commands and activities.

The filling of all supervisory and managerial positions must be reviewed on a case-by-case basis to ensure compliance with the spirit and intent of the President's initiative. Managerial positions are those in which incumbents direct the work of an organization and are held accountable for the success of specific line and staff functions and evaluate organization effectiveness, objectives, and resource utilization.

Supervisory and managerial positions in the following categories are exempt from review and may be filled by procedures in place prior to January 20, 2001: firefighters, police and other law enforcement officers, security, child care, health care, and safety positions. You may submit additional exemptions that you believe meet the spirit and intent of this initiative to the Assistant Secretary of the Army (Manpower and Reserve Affairs) for consideration and approval.

This memorandum does not negate the direction provided by the Secretary of Defense in paragraphs b and c of his February 9, 2001, memorandum.


Gregory R. Dahlberg
Acting Secretary of the Army

Enclosure

POSITION MANAGEMENT OFFICER CHECKLIST

Position Title, Series & Grade: _____

PERSACTION#: _____

The Position Management Officer (PMO) is responsible for monitoring and reviewing the managerial and supervisory jobs within an organization for the purpose of adhering to the President's reform initiative to flatten the Federal hierarchy and reduce the number of supervisory and managerial positions within EUSA. Position Management Officers will utilize this checklist as you review your actions to assess the validity and requirement for supervisory and managerial actions submitted for recruitment.

1. What is the current supervisory ratio? _____
2. The optimum supervisory ratio should be 1-14. Does this position supervise a minimum of 14 civilian (KN & GS), military, and contractor personnel? _____

If the answer is "no", consideration should be given to assigning the supervisory duties to an already established supervisory (military or civilian) position.

3. Is this position necessary to accomplish the mission of the organization/unit? _____

If the answer is "no", consideration should be given to assigning the supervisory duties to an already established supervisory (military or civilian) position.

4. Are there any higher graded civilian or military positions in the organization that the supervisory duties could be assigned to? _____

If the answer is "yes", consideration should be given to adding those duties to an already existing supervisory position, and adding the new duties to that employee's official position description.

5. Is there any overlap of work or duplication of work in this position that is already done in another position? _____

If the answer is "yes", then review the work required and decide if you need more than one position performing the same duties. Also consider your existing supervisory ratio, mission, and manpower authorizations.

6. Is there a recognized and authorized manpower space for this position?
(ACSRM certification) _____

If the answer is "no", consideration should be given to contacting your
ACSRM Manpower office to request a manpower survey.

7. Are there adequate funds to cover this position? (ACSRM
certification) _____

If the answer is "no", consideration should be given to assigning the
supervisory duties to an already established supervisory (military or
civilian) position.

8. Once this position is established and/or filled, will it affect the grades of other
positions in the organization.... thus increasing your number of supervisory
positions? _____

If the answer is "yes", consideration should be given to assigning the supervisory
duties to an already established supervisory (military or civilian) position.

_____ Position recommended for recruitment

_____ Position not recommended for recruitment

PMO Name/Date